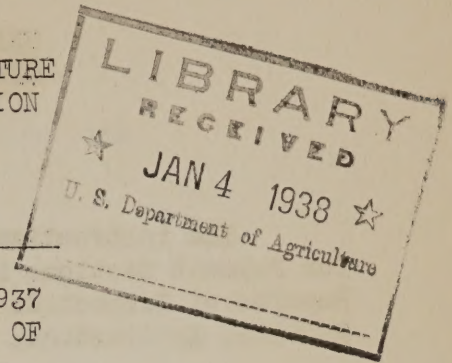


Issued November 27, 1937.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



INSTRUCTIONS RELATIVE TO HANDLING 1937
REPORTS OF INSPECTION AND SUMMARIES OF
PERFORMANCE ON RANGE LAND AND APPLI-
CATIONS FOR PAYMENT ON RANGE LAND IN
STATE APPLICATION FOR PAYMENT SECTIONS
IN THE NORTH CENTRAL REGION.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

GENERAL

The instructions contained herein shall be followed in the Application for Payment Sections in Nebraska and South Dakota in handling Forms NCR-154, Reports of Inspection and Summaries of Performance on Range Land, Forms NCR-155, Applications for Payment on Range Land, and related forms.

Members of the State committee and all persons working in the Application for Payment Section shall become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the 1937 Agricultural Conservation Program with respect to range lands in the North Central Region.

Except as provided herein the flow of Forms NCR-154 and NCR-155 through the Application for Payment Section shall be the same as the flow of Forms NCR-114, NCR-116, and NCR-117 as set forth in NCR-State-108.

Forms NCR-154 and NCR-155 shall be handled in every unit of the Application for Payment Section in the order of their receipt.

The numbers and title of forms to be used in the Application for Payment Section in connection with the range program are as follows:

1. NCR-118R - List of Persons Eligible to Execute an Application for Payment with Respect to Range Lands.
2. NCR-119R - Transmittal Sheet for Reports of Inspection and Summaries of Performance.
3. NCR-122R - Transmittal Sheet for Transmittal of Applications for Payment on Range Lands to County Office.
4. NCR-124R - Transmittal Sheet for Transmittal of Applications for Payment on Range Lands to State Office.
5. NCR-127R - Progress Report on Reports of Inspection and Summaries of Performance on Range Lands and Applications for Payment on Range Lands.
6. NCR-151 - Range Listing Sheet.
7. NCR-154 - Report of Inspection and Summary of Performance on Range Lands.
8. NCR-155 - Application for Payment on Range Lands.
9. RF-101R - Record of Progress of Forms NCR-154.

10. RF-101AR - Record of Progress of Forms NCR-155.
11. RF-102R - Form Letter to Be Used in Connection with Indebtedness Cases.
12. RF-103R - Release of Lots and Suspended Cases.
13. RF-104R - Suspension Sheet.
14. RF-105R - Transmittal Correction Sheet.
15. ACP-41CR - Public Voucher for 1937 Agricultural Conservation Payments (Continuation Sheet)
16. ACP-42R - Public Voucher for 1937 Agricultural Conservation Payments.
17. ACP-22R - Schedule of Disbursements.

When forms designed for use in connection with the regular Agricultural Conservation Program are used in connection with the range program the letter "R" shall be entered to the right of the form number and the word "Range" shall be entered above the title of the form. Any other necessary changes on such forms shall be made.

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PART I - RECORDS UNIT

Forms NCR-118R, NCR-119R, NCR-122R, NCR-124R, NCR-127R, NCR-154, NCR-155, RF-101R, RF-101AR, RF-102R, RF-103R, RF-104R, RF-105R, ACP-41CR, and ACP-22R shall be handled in the Records Unit in the manner set forth in NCR-State-108, Part I, for handling Forms NCR-118, NCR-119, NCR-122, NCR-124, NCR-127, NCR-114, NCR-116, NCR-117, RF-101, RF-101A, RF-102, RF-103, RF-104, RF-105, ACP-41C, and ACP-22.

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PART II - EXAMINATION UNIT.

The flow of Forms NCR-154 and NCR-155 in the Examination Unit shall be the same as that set forth in NCR-State-108, Part II, for Forms NCR-114, NCR-116, and NCR-117 except that the check of the entries and computations on NCR-154 shall be made by the same checking clerk.

Forms RF-102R, RF-103R, RF-104R, NCR-119R and NCR-124R shall be handled in the Examination Unit in the manner set forth in NCR-State-108, Part II, for handling Forms RF-102, RF-103, RF-104, NCR-119 and NCR-124.

I. Instructions to Checking Clerks for Checking Entries and Computations on Forms NCR-154.

1. Determine that the State and county code and ranch serial number have been entered in the upper right-hand corner. The name of the minor civil division need not be shown.
2. Make the following determinations with respect to Section I:
 - a. Determine that the name and address of the operator have been shown in the spaces provided therefor.
 - b. Determine that the location of the ranch headquarters or the legal description of the ranching unit has been entered.
3. Make the following determinations with respect to Section II:
 - a. Practice No. (a-1) Reseeding by Deferred Grazing
 - (1) If the word "yes" has not been entered in item 1, delete the entry in item 2.
 - (2) If the word "yes" has not been entered in item 3, delete the entry in item 2.
 - (3) If the word "no" has not been entered in item 4, delete the entry in item 2.
 - (4) If the word "yes" has not been entered in item 5, delete the entry in item 2.
 - (5) If items 1, 3, and 5 have been answered "yes" and if item 4 has been answered "no", determine that there is an entry in item 2.
 - b. Practice No. (a-2) Reseeding by Limited Grazing
 - (1) If the word "yes" has not been entered in item 1, delete the average percentage in item 3.

- (2) If the word "yes" has not been entered in item 2, delete the average percentage in item 3.
- (3) If items 1 and 2 have been answered "yes" determine that an average percentage has been entered in the space provided therefor in item 3.
- (4) Determine that the average percentage in item 3 is correct by adding the entries in item 3 and dividing the sum by the number of entries.
- (5) If the average percentage in item 3 is not equal to or greater than 25 percent delete such average percentage.

c. If data appear for both practice No. (a-1) and practice No. (a-2) prepare and attach RF-104 to NCR-154.

d. Practice No. (b) Contouring.

- (1) If the word "yes" has not been entered in item 1, delete the entry in item 5.
- (2) If the word "yes" has not been entered in item 2, delete the entry in item 5.
- (3) If the entry in item 3 opposite the word "width" is less than 8 inches, delete the entry in item 5.
- (4) If the entry in item 3 opposite the word "depth" is less than 4 inches, delete the entry in item 5.
- (5) If the word "yes" has not been entered in item 4, delete the entry in item 5.
- (6) If items 1, 2, and 4 have been answered "yes" and if the entries in item 3 opposite the words "width" and "depth" are 8 inches or more and 4 inches or more, respectively, determine that there is an entry in item 5.

e. Practice No. (c) - Tree Planting.

- (1) If the word "yes" has not been entered in item 1, delete the entry in item 4.
- (2) If the word "yes" has not been entered in item 2, delete the entry in item 4.
- (3) If the word "yes" has not been entered in item 3, delete the entry in item 4.
- (4) Determine that the date entered in item 5 is a date subsequent to December 31, 1936, and prior to November 1, 1937.
- (5) If items 1, 2, and 3 have been answered "yes" and if a

date subsequent to December 31, 1936, and prior to November 1, 1937, has been entered in item 5, determine that there is an entry in item 4.

f. Practice No. (d) - Cultivating and Maintaining a Stand of Trees.

- (1) If the word "yes" has not been entered in item 1, delete the entry in item 4.
- (2) If the date in item 2(a) is not subsequent to January 1, 1934, and prior to November 1, 1936, delete the entry in item 2(c).
- (3) If the entry in item 2(b) is less than 500, delete the entry in item 2(c).
- (4) If item 1 has been answered "yes", if the date in item 2(a) is subsequent to January 1, 1934 and prior to November 1, 1936, and if the entry in item 2(b) is 500 or greater, determine that there is an entry in item 2(c).
- (5) If the date in item 3(a) is not subsequent to January 1, 1934, and prior to November 1, 1936, delete the entry in item 3(c).
- (6) If the entry in item 3(b) is less than 200, delete the entry in item 3(c).
- (7) If item 1 has been answered "yes", if the date in item 3(a) is subsequent to January 1, 1934, and prior to November 1, 1936, and if the entry in item 3(b) is 200 or greater, determine that there is an entry in item 3(c).
- (8) Determine that the entry in item 4 is equal to the sum of the entries in items 2(c) and 3(c). If the entry in item 2(c) or in item 3(c) has been stricken, correct the entry in item 4.

g. Practice No. (e) - Reservoirs.

- (1) If there are no entries under Practice No. (a-1) or Practice No. (a-2) or if the entry in item 2 for Practice No. (a-1) and the average percentage in item 3 for Practice No. (a-2) have been deleted, delete the entries in items 1(b), 2(b), 3(b), 4(b), and 5(b) for practice No. (e) and make no further checks with respect to Practice No. (e).
- (2) If the word "yes" has not been entered in item 1(a), delete the entry in item 1(b).
- (3) If the word "yes" has not been entered in item 1(c), delete the entry in item 1(b).
- (4) If the word "yes" has not been entered in item 1(d),

delete the entry in item 1(b).

- (5) If items 1(a), 1(c), and 1(d) have been answered "yes", determine that there is an entry in item 1(b).
- (6) If there are entries in items 2, 3, 4, and 5 for practice No. (e), repeat the steps set forth in items (2), (3), (4), and (5) of this subparagraph f for each of such items.
- (7) Obtain the total of the entries in items 1(b), 2(b), 3(b), 4(b), and 5(b) and enter such total beneath item 5(d). Do not include in this total any entry which has been deleted.

4. Make the following determinations with respect to Section III.

- a. Determine that the operator has signed in the space provided under certification No. 1 and that a date has been entered above his signature.
- b. Determine that a county range inspector has signed in the space provided under certification No. 2 and that a date has been entered above his signature.
- c. Determine that a member of the county committee has signed in the space provided under certification No. 3 and that a date has been entered above his signature.

II. Instructions to Checking Clerks for Checking Forms NCR-154 against NCR-151

1. Two clerks working together shall check entries on Forms NCR-154, Section I, line 2, against entries on NCR-151 as hereinafter set forth.
 - a. Determine that the entry on NCR-154 opposite the words "Acres in ranching unit" agrees with the entry in column 5 of NCR-151.
 - b. Determine that the entry in NCR-154 opposite the words "Acres of range land" agrees with the entry in column 6 of NCR-151.
 - c. Determine that the entry on NCR-154 opposite the words "Grazing capacity in animal units" agrees with the entry in column 18 of NCR-151.
2. After the entries on NCR-154 have been checked against NCR-151, make entries in column 1 of NCR-151 and on NCR-154 in the manner set forth in NCR-State-108, Part II, for making entries in column 1 of NCR-106 and on NCR-114.

III. Instructions to Examining Clerks and Review Clerks for Examination and Review of Forms NCR-155.

Examine and review Forms NCR-155 in a manner comparable to that set forth for the examination and review of Forms NCR-116 and NCR-117 in Part II of NCR-State-108. Corrections in items 1, 2, 4(a), 5(a), 6(a), 7(a), 8(a), 9(a), and in the printed name and address of the ranch operator on NCR-155 must be initialed by the county committeemen who signed the Certification of Committee on such form.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION.

PART III - ENTRY UNIT

Forms NCR-154, NCR-155, RF-103R, RF-104R, and NCR-119R shall be handled in the Entry Unit in the manner set forth in NCR-State-108, Part III for handling Forms NCR-114, NCR-116, NCR-117, RF-103, RF-104, and NCR-119, except as hereinafter provided.

I. Instructions to Entry Clerks.

1. Enter the State and county code and ranch serial number in the upper right-hand corner of NCR-155.
2. Make entries in Section I of NCR-155 as follows:
 - a. Obtain the entry for item 1 from the space following the words "acres of range land" in the second line of Section I of NCR-154.
 - b. Obtain the entry for item 2 from the space following the words "grazing capacity in animal units" in the second line of Section I of NCR-154.
 - c. Obtain the entry for item 4 (a) from NCR-154, Section II, Practice No. (a-1), item 2.
 - d. Obtain the entry for item 5(a) from NCR-154, Section II, Practice No. (a-2), item 3.
 - e. Obtain the entry for item 6(a) from NCR-154, Section II, Practice No. (b), item 5.
 - f. Obtain the entry for item 7(a) from NCR-154, Section II, Practice No. (c), item 4.
 - g. Obtain the entry for item 8(a) from NCR-154, Section II, Practice No. (d), item 4.
 - h. Obtain the entry for item 9(a) from NCR-154, Section II, Practice No. (e) in the space beneath item 5(d).
 - i. Enter in the space preceding the percentage symbol in item 13 the rate of deduction for county association expense for the county.
3. Make entries in Section II of NCR-155 as follows:

Print the name and address of the ranch operator on the last line of Section II. Obtain such data from the first line of Section I of NCR-154.

II. Instructions to Review Clerks.

1. Verify the entry work on all Forms NCR-155 following the instructions to entry clerks contained herein.

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NORTH CENTRAL DIVISION.

PART IV - COMPUTATION UNIT.

Forms NCR-155, RF-103R, RF-104R, and NCR-119R shall be handled in the Computation Unit in the manner set forth in NCR-State-108, Part IV, for handling Forms NCR-116, NCR-117, RF-103, RF-104, and NCR-119, except as hereinafter provided.

I. Instructions to Computing Clerks for Making Computations on Forms NCR-155.

1. Obtain item 3 by multiplying item 2 by \$1.50.
2. Obtain item 4(b) by dividing item 4(a) by item 1.
3. Make the following entry in item 4(c) in the blank space preceding the percentage symbol.
 - a. If item 4(b) is less than 10 percent, enter zero (0).
 - b. If item 4(b) is not less than 10 percent, nor more than 25 percent enter the percentage shown in item 4(b).
 - c. If item 4(b) is more than 25 percent, enter 25 percent.
4. Obtain item 4(c) by multiplying 2.4 by the percentage shown in the blank space preceding the percentage symbol and then multiplying such product by item 3.
5. Obtain item 5(b) by multiplying item 3 by 0.5.
6. Obtain item 6(b) by multiplying item 6(a) by \$0.50.
7. Obtain item 7(b) by multiplying item 7(a) by \$10.00.
8. Obtain item 8(b) by multiplying item 8(a) by \$4.00.
9. Obtain item 9(b) by multiplying item 9(a) by \$0.15.
10. Obtain item 10 by adding the entries in items 4(c), 5(b), 6(b), 7(b), 8(b), and 9(b).
11. Enter in item 11 the smaller of items 3 and 10.
12. Obtain item 12 by multiplying item 11 by 1.10.
13. Obtain item 13 by multiplying item 12 by the percentage in the title heading of item 13.
14. Obtain item 14 by subtracting from item 12 the entry in item 13.

II. Instructions to Review Clerks.

Verify the computations on all Forms NCR-155 following the instructions to computing clerks contained herein.

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NORTH CENTRAL DIVISION

PART V - PAYMENT SCHEDULE UNIT.

Forms NCR-155, RF-103R, RF-104R, NCR-124R, ACP-41CR, ACP-42R, and ACP-22R shall be handled in the Payment Schedule Unit in the manner set forth in NCR-State-108, Part V for handling Forms NCR-116, NCR-117, RF-103, RF-104, NCR-124, ACP-41C, ACP-42, and ACP-22, except as hereinafter provided.

The administrative number to be used on Forms ACP-41CR, ACP-42R, and ACP-22R shall be the State and county code and the lot number followed by the letter "R".

The data for gross payment, deduction for county association expense, and net payment shall be obtained from NCR-155, items 12, 13, and 14, respectively.

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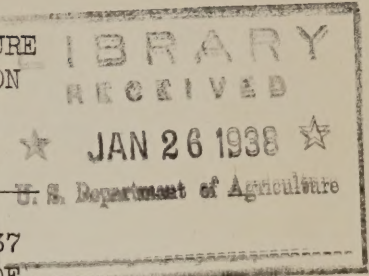
PART VI - CLEARANCE UNIT.

Forms NCR-154, NCR-155, and related forms shall be handled in the Clearance Unit in the manner set forth in NCR-State-108, Part VI, for handling Forms NCR-114, NCR-116, NCR-117, and related forms.

Issued January 3, 1938.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



INSTRUCTIONS RELATIVE TO HANDLING 1937
REPORTS OF INSPECTION AND SUMMARIES OF
PERFORMANCE ON RANGE LAND AND APPLI-
CATIONS FOR PAYMENT ON RANGE LAND IN
STATE APPLICATION FOR PAYMENT SECTIONS
IN THE NORTH CENTRAL REGION.

NCR-State 151 is hereby amended as follows:

1. Part II, Section I, paragraph 2 is amended to read as follows:
 2. Make the following determinations with respect to Section I:
 - a. Determine that the name and address of the operator have been shown in the spaces provided therefor.
 - b. Determine that the entry in the line beneath the name of the operator following the words "acres of range land" is in excess of 640 and that such entry is not less than the result obtained by multiplying the entry following the words "grazing capacity in animal units" by 10.
 - c. Determine that the location of the ranch headquarters or the legal description of the ranching unit has been entered in the space provided therefor.
2. Part II, Section I, paragraph 4, subparagraph a is amended to read as follows:
 - a. Determine that the operator has signed in the space provided under certification No. 2 and that a date has been entered above his signature or that there is a statement over the signature of the range inspector setting forth why it was impossible or impracticable to obtain the operator's signature.

11/11/11

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

TO THE SECRETARY OF THE INTERIOR
FROM THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT
SUBJECT: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

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